

Title: Janitorial Lead
PG: 16
Status: Civil Service
Position Reports to: Custodian Supervisor
Department: Public Works

Class Code: 8094
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is an hourly position responsible for assisting in the performance of cleaning and grounds maintenance work. An employee in this position is responsible for participating in the performance of a variety of cleaning tasks performed in and around public buildings and structures. Training is exercised over subordinate custodial employees. Work is performed independently within established policies and procedures and is reviewed by superiors through conferences, reports and results obtained.

ESSENTIAL FUNCTIONS:

1. Trains and instructs custodial workers in proper methods and procedures of custodial work.
2. Assists in loading, unloading, and moving of supplies, equipment and furniture.
3. Assists in the ordering of and maintaining an inventory of various custodial equipment and supplies.
4. Performs minor maintenance on equipment.
5. Prepares and maintains necessary records and reports.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

WORKING ENVIRONMENT/CONDITIONS:

Requires manual work that involves walking or standing most of the time. Lifting up to 40 pounds. The job risks exposure to inclement weather, toxic fumes and noxious odors, cold/hot temperature, wet/humid conditions and environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of the materials, methods and practices used in cleaning and related custodial operations.
2. Knowledge of the operation and maintenance of vacuum cleaners, scrubbing machines, polishing machines and other custodial equipment.
3. Ability to train employees in cleaning and related work.
4. Ability to establish and maintain effective relationships with subordinates, other employees, supervisors and the public.
5. Ability to understand and follow oral and written instructions.
6. Ability to perform lifting and cleaning tasks.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. High School Diploma or G.E.D. required.
2. Six (6) years of experience in custodial or related field.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.